



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
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DIVISION MEMORANDUM

No. 239, s. 2017

To: Public School District Supervisors  
Public Elementary and Secondary School Heads  
School DRRM Coordinators

From: **FEDERICO P. MARTIN, ED., D. CESO VI**  
Schools Division Superintendent *[Signature]*

Subject: **PREEMPTIVE MEASURES FOR TROPICAL STORM "JOLINA"**

Date: August 25, 2017

In anticipation of **Tropical Storm Jolina**, all School DRRM Focal Persons, and School Heads are advised to prepare and take precautionary measures and to take note of the following:

- 1) All School Heads and SDRRM Coordinators are reminded to work with their respective school communities and ensure that:
  - a. Computers and other electrical equipment are unplugged.
  - b. Textbooks, school records, furniture, and other important materials are moved to safe areas.
  - c. Convened the school DRRM team
  - d. Board up jalousies and windows with plywood or other secure material;
  - e. Secure all ongoing construction projects including supplies and materials
  - f. Secure roof beams of buildings made of light materials with heavy duty ropes and/or other secured materials
  - g. Pruned trees which are along electrical posts and adjacent to buildings.
  - h. Prepositioned materials such as emergency supplies/equipment for possible immediate use.
  - i. Assign a personnel as a custodian of keys in case school is used for evacuation.
- 2) For schools that may be designated by LGUs as evacuation centers, school Heads should immediately contact the Division DRRM Coordinator via text/call Mr. Karim Javar thru the following numbers: Smart 09194377356 / Globe 09564199724.
- 3) RaDAr Reports are expected to be submitted on Tuesday, August 29, 2017 with the template on school damages due to typhoon which can be downloaded in our Division website: [depedpines.com](http://depedpines.com).
- 4) Immediate dissemination of this memorandum is desired.